

QUALITY RECORDS LIST(Rev.G)

Sheet 1 of 5
Original signed by Richard J. Keegan, Jr./Code 210/08-03-01
Signature/Code/Date

Process	Quality Record Title/Number	Record Custodian	File Location	Retention Period
GPG 1410.1	Directive Signature Copy (PG and WI and GSFC Form 3-15 (GSFC Form 3-15 is optional for PG's and WI's)	Karen Weaver	Bldg. 8, Rm. 511	Permanent. Retire to FRC 5 years after cancellation or when superseded. Transfer to NARA in 5-year blocks when 20 year old.
GPG 1410.2	Completed Configuration Change/Approval Requests	Kent Cockerham	Bldg. 8, Rm. 125	Records may be retired to FRC when w years old. Destroy when 15 years old.
GPG 3410.2	Form GSFC 17-112, which documents QMS-Required OJT and QMS-Required Task Specific Training identified by the supervisor.	Supervisors		Recordkeeping copy (paper): Destroy on transfer or separation of employee, or when 5 years old, whichever is sooner. Electronic copy: Delete after recordkeeping copy has been produced.
GPG 3410.2F	<u>GSFC 17-115</u> , when used to document the identification of the need for, and completion of, QMS-Required Task-Specific Internal Training.	Supervisors		NASA 10 SPER records are not authorized for disposal at this time.
GPG 5100.1 (contract >\$100,000K)	Purchase Request (GSFC Form 18-27)	Contracting Officer	Contract File	Destroy 6 years and 3 months after final payment.
GPG 5100.1 (contract >\$100,000K)	List of Sources	Contracting Officer	Contract File	Destroy 6 years and 3 months after final payment.

GSFC Form 22-66 (9/99)

CHECK THE GSFC PROCUREMENT LIBRARY AT

<http://gsfc-artemis.gsfc.nasa.gov/210/proclib.htm> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

QUALITY RECORDS LIST(Rev.G)

Sheet 2 of 5
Original signed by Richard J. Keegan, Jr./Code 210/08-03-01
Signature/Code/Date

GPG 5100.1 (contract >\$100,000K)	Pre-solicitation synopsis	Contracting Officer	Contract File	Destroy 6 years and 3 months after final payment.
GPG 5100.1 (contract >\$100,000K)	Solicitation SF 33/SF 1449	Contracting Officer	Contract File	Destroy 6 years and 3 months after final payment.
GPG 5100.1 (contract >\$100,000K)	Evaluations	Contracting Officer	Contract File	Destroy 6 years and 3 months after final payment.
GPG 5100.1 (contract >\$100,000K)	Selection Statement	Contracting Officer	Contract File	Destroy 6 years and 3 months after final payment.
GPG 5100.1 (contract >\$100,000K)	Contract Approval and Award SF 26/SF 1449	Contracting Officer	Contract File	Destroy 6 years and 3 months after final payment.
GPG 5100.1 (contract >\$100,000K)	Delegations NF 1430 A, GSFC 18-77, NF 1431	Contracting Officer	Contract File	Destroy 6 years and 3 months after final payment.
GPG 5100.1 (contract >\$100,000K)	Contract Modifications SF30	Contracting Officer	Contract File	Destroy 6 years and 3 months after final payment.
GPG 5100.1 (contract >\$100,000K)	Inspection and Receiving Acceptance Document DD 250	Contracting Officer	Contract File	Destroy 6 years and 3 months after final payment.
GPG 5100.1 (contract >\$100,000K)	Contract Closeout	Contracting Officer	Contract File	Destroy 6 years and 3 months after final payment.
GPG 5100.1 (Purchase Order <\$100,000)	Purchase Request	Contracting Officer	Contract File	Destroy 3 years after final payment.

QUALITY RECORDS LIST(Rev.G)

Sheet 3 of 5
Original signed by Richard J. Keegan, Jr./Code 210/08-03-01
Signature/Code/Date

GPG 5100.1 (Purchase Order <\$100,000)	List of Sources	Contracting Officer	Contract File	Destroy 3 years after final payment.
GPG 5100.1C (Purchase Order <\$100,000)	Pre-solicitation synopsis (>25K)	Contracting Officer	Contract File	Destroy 3 years after final payment.
GPG 5100.1 (Purchase Order <\$100,000)	Solicitation	Contracting Officer	Contract File	Destroy 3 years after final payment.
GPG 5100.1 (Purchase Order <\$100,000)	Evaluation/Selection/ Award	Contracting Officer	Contract File	Destroy 3 years after final payment.
GPG 5100.1C (Purchase Order <\$100,000)	PO Approval and Award	Contracting Officer	Contract File	Destroy 3 years after final payment.
GPG 5100.1 (Purchase Order <\$100,000)	Delegations (If Any) NF 1430A, GSFC 18-77, NF 1431	Contracting Officer	Contract File	Destroy 3 years after final payment.
GPG 5100.1 (Purchase Order <\$100,000)	Purchase Order Modifications	Contracting Officer	Contract File	Destroy 3 years after final payment.
GPG 5100.1 (Purchase Order <\$100,000)	Purchase Order Closeout	Contracting Officer	Contract File	Destroy 3 years after final payment.
GPG 5100.2 210-WI-5100.2.2	Supplier Performance Records NF1680	Contracting Officer	Contract File	(a) Contract File (Original): Life of the contract. (b) Records Database (Copy): 3 years

QUALITY RECORDS LIST(Rev.G)

Sheet 4 of 5
Original signed by Richard J. Keegan, Jr./Code 210/08-03-01
Signature/Code/Date

GPG 5100.3	Quality Assurance Letter of Delegation Packages	Contracting Officer	Contract File	For Contract Actions > \$100,000, destroy 6 years and 3 months after final payment. For Contract Actions <100,000, destroy 3 years after final payment.
GPG 5340.2	Reports to and responses from customer for concurrence of use-as-is or repair dispositions which violate specified requirements.	Contracting Officer, when applicable	Contract File	Close file at end of survey/audit at end of FY. Destroy when 9 years old.
GPG 5340.2	Reports to and responses from customer for disposition instructions on customer-supplied product which is lost, damaged or otherwise unsuitable for use	Contracting Officer, when applicable	Contract File	Close file at end of survey/audit at end of FY. Destroy when 9 years old.
210-PG-5100.1.1	Trade-In Form 20-56	Contracting Officer	Contract File	3 years after final payment
210-PG-5100.1.1	Rationale for GSA Schedule Item Selection	Contracting Officer	Contract File	3 years after final payment
210-PG-5100.1.1	Justification for Specific Make and Model	Contracting Officer	Contract File	3 years after final payment
210-PG-5100.1.1	Justification for Sole Source Simplified Acquisition	Contracting Officer	Contract File	3 years after final payment
210-PG-5100.1.1	Justification for Lease vs. Purchase	Contracting Officer	Contract File	3 years after final payment
210-WI-5100.1.3	Copies of PO's for credit card purchases (separate from the official PO file)	Procurement Cardholder		3 years from Monthly Statement date

QUALITY RECORDS LIST(Rev.G)

Sheet 5 of 5
Original signed by Richard J. Keegan, Jr./Code 210/08-03-01
Signature/Code/Date

210-WI-5100.1.3	Copies of credit card Monthly Statements	Procurement Cardholder		3 years from the Monthly Statement date
210-WI-5100.1.3	Bank of America Dispute forms	Procurement Cardholder		3 years from the Monthly Statement date
210-WI-5100.1.3	Correspondence from Bank of America	Procurement Cardholder		3 years from the Monthly Statement date
210-WI-5100.1.3	Receipts, Credit Vouchers & any other records associated with credit card charges	Procurement Cardholder		3 years from the Monthly Statement date
210-WI-5100.1.7	Approved Procurement Circulars	Acquisition Support Team (AST)	Various/Code 200 area	Until obsolete
210-WI-5100.1.7	Canceled Procurement Circulars	Acquisition Support Team (AST)	Various/Code 200 area	12 months from cancellation
210-WI-5100.2.1	SPAT Meeting Minutes	Chair, SPAT	Cynthia White, Bldg. 8, Rm. 516	3 Years
210-WI-5100.2.1	Supplier Determination of Responsibility	Contracting Officer	Contract File	3 years after final payment
210-WI-5100.2.2	Supplier Performance Records NF 1680	Contracting Officer	Contract File	6 Years and 3 months after final payment